



DEPARTMENT FOR SOCIAL INSURANCE
"An Equal Opportunity Employer M/F/H"

CABINET FOR HUMAN RESOURCES
COMMONWEALTH OF KENTUCKY
FRANKFORT 40621

Obsolete

DCSE Manual Transmittal
Letter No. 176
January 1, 1988

TO: Staff, Division of Child Support Enforcement

SUBJECT: Responsible Parent Notification Letter (Form CS-62)
and Procedural Instructions

Federal regulations do not authorize the Division of Child Support Enforcement to collect arrearages that were established prior to the entry of a current support order as this is clearly a Title IV-A function. The Division cannot be reimbursed for efforts made to collect these arrearages.

EXAMPLE: A court sets an arrearage of \$1389.00 for AFDC paid on behalf of a client but does not order the responsible parent to pay support. This arrearage is an AFDC, not a child support arrearage.

Arrearages established when a current support order is initially entered can be collected by the Division. Payments made toward such arrearages are considered child support collections, and the Division will be reimbursed for efforts made to collect these arrearages.

EXAMPLE: A court sets an arrearage of \$1564.00, refers to it as an arrearage due the Cabinet, and establishes a current support obligation. Efforts to collect this arrearage are reimbursable.

The Discontinuance of Notification of Debt (Form CS-63) has been obsoleted. Information from the CS-63 has been added to the CS-62 to avoid the cost of printing two forms. The CS-62, previously named the Payor Notification of Debt, has been renamed the Responsible Parent Notification Letter. It has been revised to remove all mention of debt. The CS-62 has also been revised so that it can be used to inform a responsible parent of the following situations that affect the parent's child(ren):

- receipt of AFDC, Foster Care, or Medical Assistance Only benefits;
- referral for legal action to establish a child and/or medical support obligation;
- discontinuance of AFDC, Foster Care, or Medical Assistance Only benefits; and
- continuation or non-continuation of IV-D services.

Pen and Ink Changes (Continued)

Manual of Procedures

Section 17.000, AFDC Child Support:

Subsection 17.080(2) - Delete the information in Item 2 and insert the following: "Complete a Responsible Parent Notification Letter (Form CS-62). Complete Items 1 and 3 according to procedural instructions.

Subsection 17.090, paragraph three, line two - Change the name of the CS-62 to "Responsible Parent Notification Letter."

Subsection 17.090, paragraph four, lines two and three - Change the name and number of the form to "Responsible Parent Notification Letter (Form CS-62)."

Subsection 17.160(1) - Delete the information in Item 4 and insert the following: "If a Responsible Parent Notification Letter (Form CS-62), previously known as the Payor Notification of Debt, has been sent to the parent, mail a follow-up CS-62."

Subsection 17.170 - Delete the information in item 4 and insert the following: "If a Responsible Parent Notification Letter (Form CS-62), previously known as the Payor Notification of Debt, has been sent to the parent, mail a follow-up CS-62."

Subsection 17.180, Item 3 - Change the name of the CS-62 to "Responsible Parent Notification Letter."

Section 30.000, Non-AFDC Procedures:

Subsection 30.040(3) - Add the following procedure to Item 5: "Complete a Responsible Parent Notification Letter (Form CS-62) upon the initiation of judicial action to have a medical support order entered."

Subsection 30.040(5) - Add the following procedure to Item 9: "If a Responsible Parent Notification Letter (Form CS-62), previously known as the Payor Notification of Debt, has been sent to the parent, mail a follow-up CS-62."

Subsection 30.180(1) - Add the following procedure as Item 2 and renumber the items that follow: "Complete a Responsible Parent Notification Letter (Form CS-62) upon the initiation of judicial action to have a child/medical support order entered."

Subsection 30.280 - Delete the information in Item 4 and insert the following: "If a Responsible Parent Notification Letter (Form CS-62), previously known as the Payor Notification of Debt, has been sent to the parent, mail a follow-up CS-62."

Subsection 30.290 - Delete the information in Item 4 and insert the following: "If a Responsible Parent Notification Letter (Form CS-62), previously known as the Payor Notification of Debt, has been sent to the parent, mail a follow-up CS-62."